

BUSINESS INFORMATION WAREHOUSE FOR ACCOUNTS RECEIVABLE



BW Release 3.0B

Slide 1

BW WORKSHOP AGENDA

● BW Workshop I Schedule (AM)

- 8:00 – 8:10 BW overview
- 8:10 – 9:00 BW Query Terms
- 9:00 – 9:30 Reports Detail
- 9:30 – 10:00 Exercises

● BW Workshop II Schedule (AM)

- 10:00 – 10:10 BW overview
- 10:10 – 11:00 BW Query Terms
- 11:00 – 11:30 Reports Detail
- 11:30 – 12:00 Exercises

● BW Workshop III Schedule (PM)

- 1:00 – 1:10 BW overview
- 1:10 – 2:00 BW Query Terms
- 2:00 – 2:30 Reports Detail
- 2:30 – 3:00 Exercises



WORKSHOP OBJECTIVES

- **Raise user awareness about SAP BW**
- **Understand the Components of BW**
- **Understand the How-To-Use the BW Tools**
- **Provide an overview of SAP BW Web-based reporting**
- **Create understanding of the data contained in the reports**
- **Create the ability to select & execute a standard report**



BW OVERVIEW



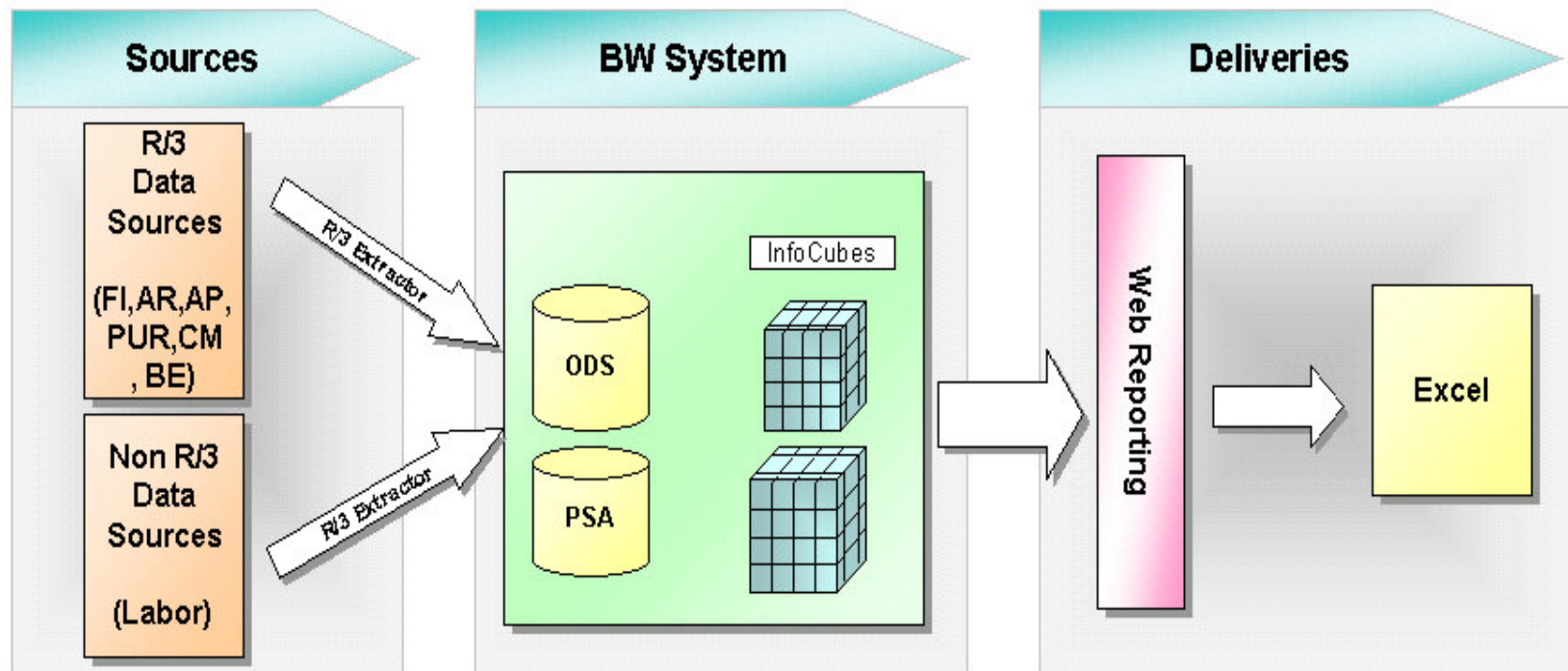
BW OVERVIEW

● Why BW Reporting

- BW provides canned reports that have been customized for NASA
- BW provides NASA specific queries to run Ad hoc business reports
- Provides business intelligence reporting and analysis from R/3
- BW has Web-based reporting capabilities
 - 1 Accounts Payable (AP)
 - 5 Accounts Receivable (AR)
 - 8 Budget Execution (BE)
 - 9 Cost Management (CM)
 - 16 Executive Information System (EIS)
 - 18 Purchasing (PUR)
 - 4 Standard General Ledger (SGL)



BW OVERVIEW



BW AWARENESS

- **BW will time out after 30 minutes of inactivity**
- **BW data is updated nightly Sunday-Thursday evenings around 12:00am CST.**



BW QUERY TERMS



QUERY TERMS

● Query Terms

- Variables (Business Area, Fiscal year, Purchase org, PO, PR)
- Key Figures (Net sales, Number of employees)
- Characteristics (Material, Customer, Plant)
- Calculated key figures (Total Sales for current year)
- Navigation Tools
- Navigation toolbar



CHARACTERISTICS AND KEY FIGURES

● Key figures

- Key figures are what you report on, total sales, total spend
- Key figures are the measure of certain fact of the business.
- Calculations are performed on KF (Net sales, Invoice value)
- E.g.
 - Net sales
 - Number of employees
 - Invoice value, etc.

● Characteristics

- Characteristics are used to aggregate and analyze key figures
- Can not perform calculation on characteristics
- E.g.
 - Material
 - Customer
 - Plant
 - Company code, etc.



CALCULATED KEY FIGURES

- **Calculated key figures (CKF) are key figures that are derived from other key figures usually via a calculation**





➤ E.g.

- Percent increase in sales is can be calculated using sales for current year and previous year sales
- Revenue is calculated key figure from sales - expenses



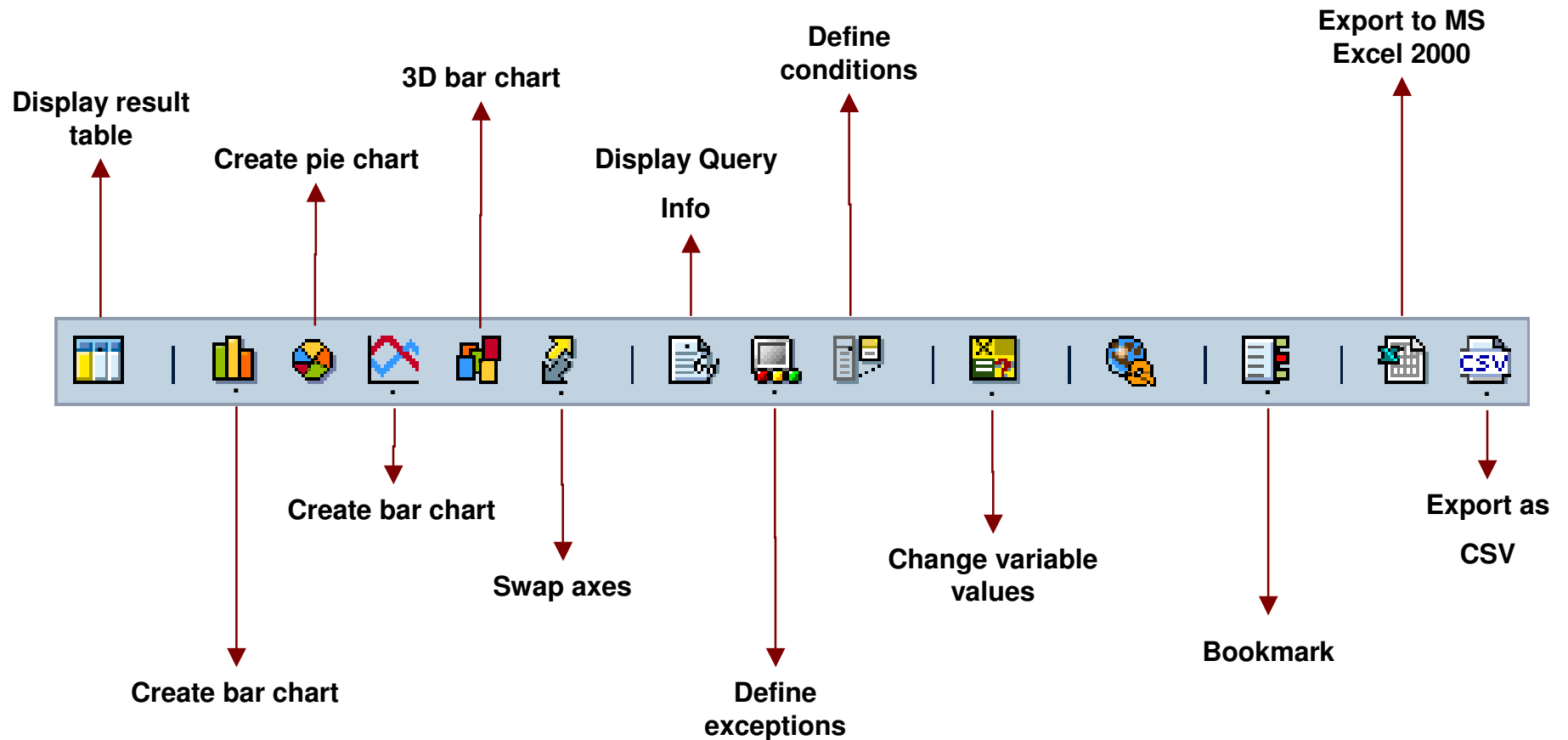
QUERY NAVIGATION

● Navigation Tools

- Drill down 
- Drill across 
- Removing drill downs/across
- Define filter value 
- Change query display properties
- Change key figures display properties
- Change characteristics display properties
- Removing filter values 



QUERY NAVIGATION TOOLBAR



QUERY NAVIGATION

Navigation Demo

- Please refer to Web Reporting End User Guide



ACCOUNTS RECEIVABLE REPORTS



ACCOUNTS RECEIVABLE REPORTS PURPOSE

- **Reports that reflect Customer history**
- **Reports that provide general information about**
 - Aged Accounts Receivable
 - 0-30 Days
 - 31-60 Days
 - 61-90 Days
 - 91-120 Days
 - 121-180 Days
 - 181-365 days
 - 1-2 years
 - 2-3 years
 - 3+ year
 - Accounts Receivable Finance Charges
 - Analysis of Advances



BW APPLICATIONS by MODULE

● Accounts Receivable

➤ 5 Reports



BW APPLICATIONS by MODULE

● Accounts Receivable Report Names

- (ARRPT6) - Provides a history of all financial activities for customers both reimbursable and non-reimbursable. The activities include invoices, collections, write-offs, and other adjustments by customer
- (ARRPT7) - Provides outstanding receivables by aging periods. Each outstanding invoice is aged based on the baseline date entered on the customer invoice
- (ARRPT12) - Provides a listing of finance charges (interest, penalty, and administrative charges) billed for each Accounts Receivable
- (ARRPT13) – TBD
- (GENRPT21) - Provides a list of advances and prepayments



ACCOUNTS RECEIVABLE QUERY TERMS

● Accounts Payable Variables

- Business Area/Center (Dryden Flight Research Center - 24)
- Fiscal year/Period (October 2003 – 001/2003)
- Posting Date (06/19/2003)
- Customer (Dept of Defense – 9)
- Sales Order (15, 49, 107)
- Current Day (06/17/2003)



ACCOUNTS RECEIVABLE QUERY TERMS

● Purchasing Key Figures/Characteristics

- Original Advanced Amount *
- Liquidated Advance Amount *
- Un-Liquidated Advance Amount *
- Principal Billed *
- Interest Billed *
- Penalty Billed *
- Adjustments Reversal *
- Credit Memo Amount *
- Write off Amount *
- Customer Payment Amount *
- Outstanding Customer Amount *
- Customer Balance with Advance *
- Other Financial Debits/Credits *
- Reversals *
- Financial Payments *



ACCOUNTS RECEIVABLE QUERY TERMS

● Accounts Receivable Characteristics

Examples

| | |
|----------------------------|---------------------------------|
| ➤ Business Area | (Dryden Flight Research Center) |
| ➤ Document Number | (5600013) |
| ➤ Clearing Document Number | (1400001134) |
| ➤ Clearing date | (12/31/2003) |
| ➤ Posting Date | (09/30/2002) |
| ➤ Baseline date | (05/30/2003) |
| ➤ Sales Order Number | (15) |
| ➤ WBS Element | (62R-616-45-9Q73-01) |
| ➤ WBS Element | (DOC/GOES N-P Solar X) |



BW HELP DESK

● Need help with BW?

➤ Contact:

- Help Desk @ BISS Ext. 2477

➤ BW Functional Leads:

- CM/BE Laura Peters & Brian Villalva
- AP/AR Eileen Detka
- PUR Aubrie Henspeter
- SGL Eileen Detka
- EIS BW Team



● Accessing OLQR Core Financial Reporting

- Launch Web Brower & enter the following URL
 - <http://olqr-cf.ifmp.nasa.gov>



EXERCISES



EXERCISE 1: WEB REPORTS

- **Note: Use the current web template and the data**
- **Open and execute a web template that includes the following items:**
 - Filters/restricted key figures
 - Use drill down, drill across, filter, sort, conditions & exceptions
- **Use the following items to practice:**
 - Use and practice with drop down boxes
 - Use and practice with check boxes
 - Use and practice with radio buttons
 - Make notes of text elements
 - Use and practice exceptions
 - Use and practice conditions



EXERCISE 2: Save and Work with Excel

- **Note: use the “BW Web Reporting Navigation Introduction” hand out**
- **Use the query to sort (ascending, descending, expend, bookmark & query properties)**
- **Save a query as an Excel workbook in your local drive**
- **Use the Excel file to create graphics and charts**



REVIEW OF COURSE OBJECTIVES

You are now able to:

- Understand Query terms (Key figures/characteristics/Calculated & restricted KF)
- Use reporting tools (web application/browser/analyzer)
- Perform queries Navigation (Drill down/drill across/filter value/display properties)
- Use functionality within query (Exceptions/conditions)

